Nebraska State Accountability (NeSA)
2013 NeSA-Writing Reports Training

TO: NeSA District Assessment Contacts
FROM: The Nebraska Department of Education
SUBJECT: 2013 NeSA-Writing Reports Training
TRAINING DATES: April 23-24, 2013

The Nebraska Department of Education (NDE) and Data Recognition Corporation (DRC) invite you to participate in an informational session to learn about accessing, viewing, and interpreting summary reports and data files containing the 2013 NeSA-Writing results for grades 4, 8, and 11.

AGENDA

These informational sessions are designed to provide District Assessment Contacts with important information about the score reports and files that will be available to districts online on April 29, 2013. Each session will cover the following topics:

1. Introductions
2. Accessing reports and data files online via DRC's eDIRECT system
3. Assigning others permission to access the online reports and data files
4. Interpreting summary reports
5. Using the District Data File
6. Questions & Answers

The training is scheduled to last one hour, but could vary based on the number of questions asked by participants at the end of the presentation.

The training sessions will be presented online using WebEx. WebEx allows participants to log on via computer for a visual demonstration, in addition to providing an audio component via the telephone. We encourage all District Assessment Contacts to attend **one** of the four available training sessions. For those who are unable to attend any of the scheduled sessions, the PowerPoint presentation and a recording of one of the WebEx sessions will be made available on the NDE's website.

Please review the instructions on the following pages to learn how to join a training session.
- ***Note that each training session has a separate meeting number and link***.
- Begin the login process 15 minutes prior to the scheduled start time.
- Log in to the online meeting using your computer.
- **NEW!** After logging in to the online meeting, WebEx gives participants two options for connecting to the conference call. You may choose to have the system call you back at a phone number of your choice or to connect directly using a toll-free number. Select your choice from the menu that appears at login and follow the on-screen instructions.

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings.

Topic: 2013 NeSA-Writing Reports Training – Session 1
Date: Tuesday, April 23, 2013
Time: 10:00 a.m. – 11:00 a.m.
Meeting Number: 809 806 288
Meeting Password: Reports1

What to do on April 23rd to join the 10:00 a.m. meeting:
1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
   https://datarecognitioncorpaudio.webex.com/datarecognitioncorpaudio/j.php?ED=201611072&UID=0&PW=NNWZiZDQwYjdk&RT=MiM3
2. Enter your name, email address, and the meeting password (Reports1).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (809 806 288) and a unique Attendee Code provided on screen. *You must enter the Attendee Code in order to participate in the audio portions of the presentation.*

Topic: 2013 NeSA-Writing Reports Training – Session 2
Date: Wednesday, April 24, 2013
Time: 1:00 p.m. – 2:00 p.m.
Meeting Number: 807 053 429
Meeting Password: Reports2

What to do on April 24th to join the 1:00 p.m. meeting:
1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
   https://datarecognitioncorpaudio.webex.com/datarecognitioncorpaudio/j.php?ED=201611552&UID=0&PW=NM2MzOTM3NzA5&RT=MiM3
2. Enter your name, email address, and the meeting password (Reports2).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (807 053 429) and a unique Attendee Code provided on screen. *You must enter the Attendee Code in order to participate in the audio portions of the presentation.*

IMPORTANT: If a message appears stating that the training session has been cancelled, manually copy the complete meeting link and paste it into the address line of your Web browser. This message sometimes displays when the meeting link wraps to a second line of text and the complete link is not acknowledged by the computer.

For assistance with WebEx
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1. Go to https://datarecognitioncorp.webex.com/datarecognitioncorp/mc
2. On the left navigation bar, click "Support" or call (866) 229-3239.
http://www.webex.com